

MANUAL FOR PARENTS

1) SETUP GUIDE

***Umbilically is supported on Android 5 and later and iPhone 6 and later.
Kindly ensure that your phone meets the minimum requirements.**

Step 1 – Access Play Store / App Store or AppGallery

Step 2 – Type 'Umbilically' and look for this icon:

Step 3 – Install the App

Step 4 – Open the App and click on 'Parent Login'

Step 5 – Type in the email address that you supplied to the school for your Umbilically account

Step 6 – Check your email for the One Time Pin (OTP) – do not close the app

Step 7 – Type the OTP into the dialog box



2) USING THE APP

Once logged in, you will see the 'Home' screen with the following features:

Diary	View your child's daily feedback report.
Parent / Teacher chat	The educators only have permission to view this feature at 12:00 when they complete the daily diary on their phones. Please respect the educators whose main priority is the children during the course of the day. You are welcome to phone the office with urgent messages during the day.
Schedule and Event	<p>View your child's:</p> <ul style="list-style-type: none"> ▪ 'Daily' schedule (daily program for the class) ▪ 'Meals' (menu for the day) ▪ 'Events' schedule (special events)
Photos	View the photos of your child taken and posted by the educator.
Pickup	Please specify here if your child is being picked up from school by a relative or a friend on a specific day. Please make sure that management has a copy of the person's ID document.
Medicine	Please specify here if the educator needs to administer any medication to your child during the day. Only medicine specified by the parent on the Umbilically App will be administered.
Absenteeism Tracker	Please inform the school here if your child will be absent from school, on which days and for which reason.
Extra Mural Activities	View the different extra mural activities offered by the school.
Newsletters	View the school's newsletters.

When you click on  (Menu Icon) at the top right corner of the Home screen, you must please:

COVID-19	Complete the pre-screening questions every morning before dropping off your child at school. At the entrance to the class your answers will be reviewed and your child's temperature will be taken. This information will be stored safely in a secure cloud.
Settings	Complete your child's profile: Click on the pencil  on your child's profile picture at the top of the screen → 'Edit Profile' will appear at the top of the screen → Complete your child's personal details, e.g. Date of Birth, ID number, etc. → SAVE! When your contact details change, please update it accordingly on your child's profile for us.
Homework	The educator will make notes of activities, skills, etc. that you can do/practice at home with your child to enhance certain areas in his/her development.

Kindly visit www.umbilically.com for more information or contact your school principal or Umbilically parent support via WhatsApp on 071 403 0007 should you require further assistance in this regard.

How Umbilically App will make your life easier

1. **Digital Diary** – a teacher on average spends 3 minutes a day per/child completing a toddler diary and 5.5 minutes per day diarising all the feeds, nappy changes and sleep times for a baby. We have reduced the time of completing a diary to a whopping 6 seconds per/child for your toddler class teacher and down to 28 seconds (average) for a baby class teacher. This means that for an average class of 25 your toddler teacher will save 73 minutes and your baby teacher will save over 2 hours per/day! This results in over 30 hours that we will save on average for each of your staff members each month or 4 working days.
2. **Parent / Teacher chat** – if you have ever tried introducing WhatsApp messaging in your school then you will be very familiar with the situation where one parent mentions something they are not 100% happy with and immediately all the other parents jump on the band wagon and the conversation becomes dragged out for hours or in some cases days. Then parents start leaving the chat as they are too busy to be reading hundreds of messages. So, then you resort back to writing to parents using the child's paper diary and guess what, more than half of the parents don't open their child's diary. Our solution is a one-on-one parent / teacher chat which you as a principle have full history of.
3. **Schedules and Events** – as a school principle I'm sure that you are well familiar with trying to collect the R10 from parents for an event happening at your school. You plan the event do all the preparation and then half of the parents forget to give their contributions to the event leaving you out of pocket. Well, with Umbilically your parents will receive reminders and push notification directly to their phone. Expect 90%+ collections from now on!
4. **Live Photo Feed** – I do not want my child photos to be on Facebook or WhatsApp! Sounds familiar? All parents want to see their child's photos from the schools but most do not want them shared publicly via social media and group chats. We have the solution for that. Each photo that is taken at the school is individually tagged so only the parents of the child who is tagged will be able to see them on their app!
5. **Child Pickup** – so what happens when someone else pitches up at the school to fetch the child? The teacher or yourself need to reach out for your phone and call the parent to confirm that this person is actually supposed to be collecting their child from school right? We made things simpler. Teacher can now simply check the app to see whether the parent has set a pickup and by who. More piece of mind for both you and your parents!
6. **Absenteeism Tracker** – did you say roll-call? We made it lightning fast! On average our roll-calls are completed on the app in under 1 min.
7. **School Newsletter** – still battling to send the newsletter to parents via email just to get 20 emails bounced back at you because parents have changed their email addresses and did not update you? Umbilically allows you to send newsletters to all your parents with 1 click of a mouse. Result – improved communication and huge time saving.
8. **Extra Curriculum Activities** – can we please leave our flyer here? Its always the same in the beginning of the year. All the extra curriculum activity providers flood the school demanding to leave their flyer in your reception area. What a mess! Simply tell them that their services will be shared through the app with all the parents.
9. **Homework** – Let your teacher notify the parents of anything that is needed for the following day. Parents will receive this notification on their phones immediately and be able to review the details of the request in the 'Homework' section of the app.
10. **Child Details** – store all the emergency information about all the children in your school safely and securely. All in one place and available to you and to the child's teacher in case of emergency.